
Sandringham School Supplementary Job Description



Job Title: **Head of French**

This job description supplements your main job description.

Responsibilities specific to the role

- SoL for French at KS3 and KS4
- Ensure assessments are in place and communicated to staff
- Monitor French data and liaise with DOL on action required
- Monitor T&L approaches for French
- 1-2-1 tutoring at KS4 for French
- Trial exam admin and coordination for French
- Organise and oversee moderation of French speaking and writing assessments at KS4
- Oversee French revision sessions
- Liaise with BSV and Herts for French
- Appraisal – tbc by DOL each year
- Ensure that the French exchange and E-week trips take place either by running the trip or allocating to another member of MFL staff
- Monitor French extra-curricular provision
- Support MFL Twitter
- Liaise with French FLA

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Print name
(Member of staff)

Signed

Date

Signed
(Alan Gray - Headteacher)

Date
(Headteacher)

